

**COMMON INTEREST COMMUNITY BOARD  
MANAGER REGULATORY REVIEW COMMITTEE MEETING**

**MINUTES OF MEETING**

The Manager Regulatory Review Committee of the Common Interest Community Board met on Thursday, February 25, 2010, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 2, Richmond, Virginia 23233.

The following members were present:

Ronda S. DeSplinter, Chair  
Kimberly B. Kacani  
Marshall Bowden  
Kenneth E. Chadwick  
Christiaan P. Melson  
Edward J. O'Connell, III  
Paul L. Orlando  
Walter I. Sasser  
Lucia Anna Trigiani (Ex-Officio)

Committee members John Rhodes and Charles Simpson were not in attendance.

DPOR staff present for all or part of the meeting included:

Jay W. DeBoer, Director  
Mark N. Courtney, Deputy Director of LRD  
Trisha L. Henshaw, Executive Director  
Heather Gillespie, Ombudsman  
Thomas K. Perry, Property Registration Administrator  
Betty C. Jones, Administrative Assistant

Steven Jack from the Office of the Attorney General was present.

Ms. DeSplinter, Chair, called the meeting to order at 9:34 a.m.

**Call to Order**

Mr. Bowden moved to approve the agenda. Mr. Chadwick seconded the motion which was unanimously approved by: Bowden, Chadwick, DeSplinter, Kacani, Melson, O'Connell, Orlando, Sasser, and Trigiani.

**Approval of Agenda**

Ms. DeSplinter opened the floor for public comment. No members of the public present requested to speak.

**Public Comment  
Period**

Ms. Henshaw reviewed the time-line for developing the Common

**Review of Timeline**

Interest Community Manager regulations to govern certified individuals. **for Regulations**  
The dates of the upcoming Committee and Board meetings were also noted.

The Committee discussed the statutory provisions as they relate to individual certification. **Discuss Provisions for CIC Manager Regulations**

Ms. Henshaw provided the Committee with a suggested draft of the Common Interest Community Manager Regulations which incorporates provisions for the certification of individuals pursuant to 54.1-2346.C of the Code of Virginia. In addition to a number of other provisions related to individual certification, Ms. Henshaw noted that the draft text includes requirements related to completion of fair housing training. These provisions were included as a result of comment received during the Notice of Intended Regulatory Action public comment period. A copy of the Real Estate Board Regulations and Fair Housing Board Certification Regulations were included in the agenda packet for informational purposes.

The Committee recessed at 10:21 a.m. and reconvened at 10:36 a.m. **Break**

Ms. Henshaw introduced Ms. Bauman, the Executive Director of the National Board of Certification for Community Association Managers. **CAI Credentials Provisions –**

Ms. Bauman presented an overview of CAI's certification program for employees of Common Interest Community Managers. Some areas discussed were: **Presentation by Dawn Bauman, Executive Director, NBC-CAM**

- ✓ Statutory Requirement
- ✓ Solutions for Virginia Common Interest Community Board
- ✓ Certified Manager of Community Association Solution
  - Body of Knowledge
  - Development of the Examination
  - Standards of Professional Conduct
  - Requirements to Obtain and Maintain
- ✓ Manager Licensing Trends Around The Country

The Committee continued the review of the draft regulations. **Discuss Provisions for CIC Manager Regulations**

The Committee recessed for lunch from 12:14 p.m. to 12:44 p.m. **Lunch**

The Committee continued its review of the draft regulations. **Discuss Provisions**

**for CIC Manager  
Regulations**

The Committee discussed its plan for the next Committee meeting. The Committee continued its discussion of topics that need to be addressed in the common interest community manager regulations. Staff will prepare a revised draft of the common interest community manager regulations in accordance with the Committee's comments for the next Committee meeting. In addition, the work from this meeting will be reported to the Board at its March 2<sup>nd</sup> meeting.

**Discuss Topics for  
March 29<sup>th</sup>  
Committee Meeting**

The Board members serving on the Committee were reminded to complete their conflict of interest forms and travel vouchers.

**Conflict of Interest  
and Travel Voucher  
Forms**

There being no further business, the meeting was adjourned at 2:33 p.m.

**Adjourn**

---

Lucia Anna Trigiani, Chair

---

Jay W. DeBoer, Secretary